



## CENTRAL PARK TENNIS POLICIES

Updated June 2024

**COURT SESSIONS:** Early morning Monday-Friday sessions are 1 hour in length and begin at 6:00 AM. Thereafter, Monday-Friday, the sessions are 1½ hour in length and begin at 7:00AM to 10:30 PM. (Roberts Bldg. Monday-Thursday staggers a 2-hour court time from 4:00 to 6:00 PM. Saturday and Sunday 1½ hour court sessions begin at 7:00AM to 10:00 PM.

### COURT DESIGNATIONS:

1. Reserved Court: Courts that are reserved or available to be reserved for play by members. Walk-on courts are not considered reserved courts.
2. Allocated Court: These court sessions are set aside by the Club for sanctioned group activities.
  1. Adult cardio clinics/skills & drills, and junior tennis programs. Do not count as reserved.
  2. Tournaments, CUP and USTA matches, and Adult Programs (Men's Night, Women's Night, Single's Night, Saturday Men's/Women's Doubles), count as reserved courts.
3. Walk on Court – see page 2.
4. Lessons with a Pro – Allocated in GameTime, do not count as a reserved court.
5. Socials: Do not count as a reserved court.

**PRIME TIME:** High use court sessions are designated as Prime Time and have certain restrictions on their use. These sessions are Monday-Thursday 10:00 AM and 5:30/6:00 and 7:00/7:30 PM.

#### During Prime Time:

1. Ball machines are not to be used.
2. Private lessons on a Reserved Court are not to be scheduled. Lessons on a Reserved Court during Prime Time must have two or more members participating.
3. Junior and Intermediate non-equity members may not reserve a court during Prime Time.

**BALL MACHINES:** Ball machines are to be used primarily on courts 5, 8, and 9; they cannot be reserved during Prime Times as noted above. Court 9 Ball Machine cannot be reserved while a CUP or USTA match is being played on Courts 10-12. Practice balls must be collected, ball lint swept from both ends of the court, and all equipment stowed by the start of the next court session. A fee is charged for use of a ball machine. Ball machines are available to be used in 45 minute or 1½ hour sessions.

**MEMBER PLAY LIMITATIONS:** Each member may play on only one reserved court per day.

1. The following will count as play on a reserved court for the day: 1) a substitute playing on a reserved court; 2) a no-show on a reserved court; 3) play on an allocated court.
2. The following will **not** count as play on a reserved court for the day: 1) play in a Club-sponsored social function; 2) use of the professional staff teaching court for a lesson or clinic; or 3) a walk-on court.

### RESERVATIONS:

1. Reservations will be made-online by the member. A member may make only one reservation for any given day. A member may have only one reservation in the court reservation system at any given time with the exception of an existing reservation later on the same day that a new reservation request is being made. Reservations may be made for the same day that the request is being made plus 7 days in advance.
2. All court reservations will require one member's name. A member may make a reservation only in his/her name and may **not** reserve a court in the name of another member, even if they have permission to do so; this includes making a reservation in the name of a family member other than for children under the age of 18. A court may

not be reserved in the name of someone who will not be playing on the court. A reserved court may not be transferred to another member. Member is asked to add person(s) in GameTime that they will be playing with on the court prior to match time.

3. The member with the court reservation must check in at the Desk and remain on the court during the court time for a minimum of 45 minutes or during the entire time of play. When vacating a court early, member must give prior notification to front desk for awareness of open court time.
4. Members may reserve courts the night before starting at 8 PM for the next day **ONLY**. They will be assigned as walk-on courts; such assignments do not count as a reservation.

#### **WALK-ON COURTS:**

1. Sign-up and assignment of courts will be done in GameTime.
2. A court becomes a walk-on if:
  - a. it is not reserved at the beginning of court time,
  - b. a no-show forces a cancellation 15 minutes after the start of court time,
  - c. the court is vacated before the end of a court time,
  - d. it is assigned at or after 8:00 PM the night ~~before~~.
3. Ball machines may be used, private lessons taken (courts 5-8 or outdoor only) and Junior and Intermediate non-equity members may play on a walk-on court during Prime Time.
4. The 1:1 ratio restriction of guests to members playing on a court is not in effect, i.e., a member may play with 2 or 3 guests on a walk-on court.
5. Walk-on courts are still subject to No-Show, Failure to use the Court and Late Cancellation violations and penalties.

#### **CHECK-IN:**

1. Players may not move on to the court until it is their court time.
2. It is mandatory that all players with a court reservation in their name check in at the Desk prior to play.
3. It is mandatory that all players also check in at the Desk prior to play.
4. Members must register all guests at the Desk prior to playing and the fee will be charged to the member playing on that court. Guests must sign a onetime guest agreement before proceeding to court.
5. Players must notify the Desk if they wish to use a court other than the one assigned to them. This holds for outdoor as well as indoor courts.

#### **CANCELLATIONS/LATE CANCELLATIONS:**

1. Members are encouraged to cancel a reserved or assigned court as early as possible. It is mandatory to cancel a reserved or assigned court at least 24 hours prior to court time\* and 24 hours in advance for events and clinics.
2. Late cancellations: If less than twenty-four hours' notice\* is provided for a reserved/assigned court, event or clinic cancellation.
3. Courts assigned to members as a walk-on are still subject to No-Show, Failure to use the Court and Late Cancellation violations and penalties.

**NO-SHOW:** In the case of a no-show 15 minutes after the start of a court time, a violation may be charged to the reserving member's account. A member charged with a no-show violation is still considered to have played on that court for purposes of Member Play Limitations. Courts assigned to members as a walk-on are still subject to No-Show violations and penalties.

**FAILURE TO USE THE COURT:** It is considered Failure to use the Court if the member with the court reservation fails to actively play tennis on the court for at least 45 minutes. The court owner must be in proper tennis attire/shoes and engaging in tennis activities (hitting balls, serving, etc.). The member must give prior notification to the Front Desk if they will be vacating prior to the end of court time.

**LATE ARRIVALS:** If a member is unable to make a court time but notifies the Desk prior to the no-show time limit (15 min. after the start of the court session) of their late arrival, the court may be held longer than the above stated 15

minutes – a total of 30 minutes – and the member will not incur a no-show penalty. If such a member still does not use the court at all, it becomes a no-show violation and is subject to the penalty.

**LESSONS:** Only the Club's tennis professional staff, or a tennis professional authorized by the Tennis Committee and the professional staff, may give lessons for compensation at Central Park. The Club Manager is responsible for professional staff activities and can direct members in arranging lessons.

**TENNIS GUESTS:** Members must register their guests at the Desk upon arrival. Prior to playing, guests must sign a one-time Guest Agreement. A guest may play on a reserved or walk-on court of an Equity Membership or Equity Family member a maximum of 6 times per member, per calendar year (waitlist members ARE considered guests). This restriction does not apply to Equity Single members. Guests of Equity Membership or Equity Family members will be subject to guest fees. Equity Single members are allowed 52 guests per calendar year free of charge (guests in excess of 52 will be subject to a guest fee). Guest fees will be charged to the member.

1. There is to be a maximum 1:1 guest-to-member ratio on the court, i.e., the number of guests cannot exceed the number of members playing on a court, except on a walk-on court.
2. Tennis Guests policy waivers may be granted by the Club Manager. In general, these waivers will be for visiting house guests, visiting relatives and business associates. More unusual requests may need to be approved by the Tennis Committee at the discretion of the Club Manager.
3. All guests must register at the Desk before play at each visit.
4. A person is considered a guest once he/she moves onto the court and is actively involved in the play either by feeding balls or directing play or drills, with or without a racquet, and is required to pay fees and subject to visit limitations.
5. Guests, like members, may only play on one reserved court per day.

**CLOTHING:** Members and their guests must wear non-marking tennis-specific shoes. Clothing and warm-ups are to be appropriate for tennis. See poster displays in the tennis building lobbies to determine what is not permitted.

**COURT BOOKING MANIPULATION:** Court manipulation includes but is not limited to, abuse of the court reservation system by actions that contrive or "manufacture" the availability of courts for a member. This includes a pattern where a court is reserved then canceled to create an available court for a family member or another member.

1. Manipulation includes incidents where a member makes and holds a reservation for any amount of time, before releasing that reservation to create an open court, which can then be "re-booked" as a walk-on court either by the original court holder or a different member.
2. Manipulation includes incidents where a member makes and holds a reservation for a significant amount of time, before releasing that reservation and allowing a second member to book the same court that was just released, thereby effectively "holding" the court for that second member and "transferring" it to them. We find that this often occurs when a member has an advanced reservation which they need to let pass before they can make another advanced reservation. When looking for such transfers we consider the amount of time between original deletion and secondary booking, as well as other factors such as if the secondary court holder was blocked from booking their own court at the time the original booking was made.

**TENNIS ETIQUETTE:** Proper tennis etiquette and sportsmanship shall prevail.

1. Players shall not enter a court area or walk behind a court while a point is in progress.
2. A wall is not to be used as a backboard if the adjacent court is being used for play, as the noise is distracting to other players.
3. Non-tennis playing adults and children must not be in the court area unless able to sit quietly and be non-disruptive to adjacent courts for the entire playing period.
4. No food or beverage is allowed on the courts, unless it is a dietary needed supplement, i.e., protein or low sugar need.
5. Cellular phones and virtual communication must be muted and use limited.
6. Members are responsible for their guests' behavior.
7. Proper consideration should be given to members practicing in the Wright building. Ask for permission before taking shared items from their court, such as ball hoppers, practice balls, ball sweepers, ball machines or any

other practice equipment.

8. Upon termination of play, the court area must be cleaned of all disposable items, especially cups of liquids. Tennis balls must be placed in the appropriate receptacles (for practice balls or for recycling). Opened ball cans should be placed in recycling bins.
9. Players must vacate a court promptly when their court session is over.
10. Foul language, loud noises, racket or ball abuse will not be tolerated.
11. Facility abuse will not be tolerated, and an offending player will be charged with the cost of repairs due to such behavior.

**VIOLATIONS & PENALTIES:** The tennis policies and reservation system are intended to encourage full use of the courts on the most equitable basis possible. Developed by the Tennis Committee, all policy issues are subject to a violation reviewed by the committee and the Board of Directors.

<b>1<sup>st</sup> Violation</b>	<b>2<sup>nd</sup> Violation</b>	<b>3<sup>rd</sup> Violation</b>	<b>4<sup>th</sup> Violation</b>
<ul style="list-style-type: none"><li>• Free</li></ul>	<ul style="list-style-type: none"><li>• \$75 Fine</li></ul>	<ul style="list-style-type: none"><li>• \$150 Fine</li><li>• 1 month view only*</li></ul>	<ul style="list-style-type: none"><li>• \$200 Fine</li><li>• View only* until board decision</li></ul>

\*Disciplinary action at the discretion of the Board.

**\*View Only:** Members will have to call the front desk to book, edit a court reservation or program signup. They will only be able to view current information on our online booking system.

**Violations and penalties of any type are cumulative and are counted/assessed on a rolling year basis.**

- All notices of infractions are accompanied by an email notice.
- **Violations are counted "per membership."**
- Any suspension or disciplinary action is assessed to all members in a membership.
- Suspensions are at the discretion of the Board per Article 7 of the CPTC Bylaws.

If you believe a violation has been assessed in error, please respond as soon as possible to the email alerting you to it. That email has a form that will allow you to ask for clarification or explain why you believe the violation was assessed in error. You have two weeks from the day the email was sent to appeal your violation.

"Article 7. Involuntary Termination or Suspension of Membership  
7.1 Termination or Suspension.

Any membership may be terminated, or privileges suspended, by a Heightened Board Vote as defined in Section 8.2.1 (Board Actions Requiring Heightened Board Vote) for non-payment of dues or other indebtedness, violation of Club rules, or conduct inimical to the best interests of the Club.

**Thank you for being a CPTC member. We appreciate you as a valuable member of our Central Park tennis community and strive to make all members' tennis experience as wonderful as possible. Please email [violations@centralparktennisclub.com](mailto:violations@centralparktennisclub.com) with any questions.**